



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 01 - 09

- OPEN TO:** **All Interested Qualified Candidates
(Foreign Service National)**
- POSITION:** **Development Program Assistant, FSN-8**
(Salary approx. Tk.44,550+ per month)
Or
Trainee Development Program Assistant, FSN-7
(Salary approx. Tk.38,456+ per month)
- Depending on qualifications and experience,
incumbent may be hired at a trainee grade.**
- OPENING DATE:** **January 26, 2009**
- CLOSING DATE:** **February 12, 2009**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications for the position of Development Program Assistant in the Program Office (PRO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired



at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The Development Outreach & Communication (DOC) Assistant position will assist the DOC specialist in planning, designing, implementing and carrying out mission communication and outreach activities. The DOC Assistant will draft information for public access, provide logistical support in events management, create and maintain public communication information systems and database and support media needs for information.

MAJOR DUTIES AND RESPONSIBILITIES:

Public Information:

- In consultation with the technical offices, draft Mission briefing/publicity materials including but not limited to country profile, fact sheets, sector summaries, mission overview, project one pagers, activity summaries and file for ready access and reference. Organize and reproduce to ensure there are enough products on hand to be responsive to last minute requests for information from Mission staff, Embassy Public Affairs, press and AID/W.
- Solicit information for success stories from the CTOs and partners. Draft success stories with appropriate photographs. Coordinate with USAID Washington to upload the documents in the website.
- Collect and organize content for the USAID/Bangladesh website in coordination with Mission staff and implementing partners. draft contents for USAID's website content, making regular updates and offering recommendations for useful technical and/or informational modifications, and coordinating these with staff in the mission and AID/W.
- Solicit information from mission staff to prepare and distribute weekly reports to USAID Washington, partners and USAID mission.



Events Management

- Assist with Embassy sponsored events and organization and logistics of USAID sponsored events as assigned. Events may include: Journalist and student bus tours, VIP site visits, Press conferences, round table discussions, leadership seminars, photo exhibits, and Annual partners' retreat.

Responsible for soliciting information on USAID projects and drafts contents for mission's promotional events. Executes events related to local and donor opinion concerning USAID programs. Events include but not limited to mission photo exhibits and mission outreach surveys.

Communications information systems and database

- Manage Mission's Communications information systems and database. Solicit input from various USAID offices, teams, and partners to establish and maintain a database of project lists, partner lists, photo archive, presentation, site visit kits, press kits. Prepares procurement request to purchase outreach materials and audio-visual equipments.
- Manage and update the Mission's photo library, ensuring that a selection of high quality photographs with appropriate content are available for USAID's reporting and public information needs.

Media relations

- The incumbent will be responsible for reviewing the daily press for development topics and USAID news, prepare press clips and forward to the mission director and program office for latest information on crucial topics.
- Assist with the set up and organization of press conferences and field events related to USAID activities. This may involve participating in advance team activities, coordinating event schedules, ensuring staging requirements, and assisting with protocol requirements.
- Help prepare and update a standard information package on the USAID program in Bangladesh for briefing and for distribution to the public and the media. Ensure that relevant USAID media products are contained in the kits when distributed at press events.



The employee is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** A university degree in Business, Marketing , Mass communication/journalism or development studies is required.
- 2. Language Proficiency:** Level IV (Fluent) both written and spoken English is required. English language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** Requires three to five years of experience in the field of public relations and corporate communications.
- 4. Knowledge:** A working knowledge of media relations, publishing and events planning fields. Knowledge of websites and webpage design.



5. Skills and Abilities: Excellent writing skills and the capacity to to present complex information accurately, succinctly and creatively for a variety of target audiences. Strong organizational skills, analytic ability and initiative to prioritize and complete tasks and manage multiple projects with minimal supervision. Ability to establish and maintain collegial relations with press and media contacts, and to use sound judgement in presenting development program to the press, media and external audiences. Excellent inter-personal skills to ensure effective team relations. Strong organizational skills to effectively plan a variety of different events directed at promoting publicity for donor funded projects. Strong, professional computer skills in the full range of MS Office software, including spreadsheet, database, powerpoint and graphics. Knowledge of web design and HTML is desired.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is one year.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested Bangladeshi candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume. Blank application forms are available at the South barrier (near the Vatican Embassy). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

USAID, Human Resources Section
Attention: Supervisory Executive Officer
Address: Room # 64, Executive Office, C/o American Embassy, Dhaka

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500, Ext: 2503/2504
Fax # (880-2) 8823648.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-*



laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

EXO/HR